

**Instructions to Complete Requisition and Invoice/Shipping Document
(DD Form 1149)**

1. **From:** Agency placing order.
2. **To:** Freight address of purchaser.
Includes: Office Designator.
Street Address, Building Number (if applicable).
City/State/Country, etc.
(Note: Use of a post office box is unacceptable.)
3. **Ship To-Mark For:** Special in-country instruction.
Includes: POC/Name.
Phone Number.
Datafax.
4. Accounting and funding data: Enter IMET & applicable program year (e.g. I00).
 - a. Item number: Numerical sequence listing of ALC materials. Each item must have an item number line. **Double space.**
 - b. Federal stock number, description, and coding of material, and/or services: Use item nomenclature from the current *DLIELC Catalog*.
 - c. Unit of issue: Indicate unit by each (ea.) or set.
 - d. Quantity requested: As defined in 4c.
 - e. Supply action: Leave blank.
 - f. Type of container: Leave blank.
 - g. Container number: Leave blank.
 - h. Unit price: As listed in *DLIELC Catalog*.
 - i. Total cost: Total cost of item line.

(Note: On blocks a-i: If using the order forms provided in the *DLIELC Catalog*, you need not complete this data. However, you must attach a complete order form to the DD1149 and annotate in blocks a-i. (See attached.) When using order forms, it is imperative that you use current forms.
5. Requisition date: Current date.
6. Requisition number: This is a 14-digit MILSTRIP requisition number. By position of number, the following applies and makes up the MILSTRIP:
 1. Service Designator: D (Air Force).
 - 2-3. Country ALPHA designator.

4. For IMET requisition, indicate 0.
 5. For IMET shipping code, indicate 0.
 6. For IMET requisition code, indicate 1.
 - 7.-10. Julian calendar date (year & day) (e.g. 5058 represents year 1995 & 27 Feb).
 - 11.-14. Serial number of requisition prepared on Julian date, e.g. 0001, 0002.
7. Date material required: Indicate date materials are needed in country.
8. Priority: There is no priority for requisitioning publications. This is the shipping Priority. Priority 03 designates air shipment; Priority 04 designates surface shipment. If air shipment is requested or required, please indicate by typing "air shipment required."
9. Authority or purpose: Enter AFR 400-23.
10. Signature: Signature of SAO or authorized representative.
- 11-18. Leave blank.
19. Sheet total: Total of each page of DD1149.
Grand total: Total of all pages of DD1149.
- (Note: If using the order form provided in the *DLIELC Catalog* you need to enter the grand total of all items ordered. When using order forms, it is imperative current forms are used.)
20. Receiver's voucher number: Leave blank.

*Figure 8-4--Instructions to Complete Requisition & Invoice/Shipping Document
(DD1149)*